

30 October 1975

STAT Memorandum For: [redacted]

STAT Subject : Some thoughts [redacted] memo of 20 October 1975

STAT 1. [redacted] identifies our "problem" as one of "having so many good secretaries who are unable to be promoted because of classification and ceiling difficulties." Though his emphasis is different from mine, perhaps this is the problem. The jobs are classified according to function; the functions do not allow for a higher classification than that allowed by the secretarial pattern; in many cases the secretarial pattern allows for a classification higher than would be allowed if the position were classified on the basis of function.....

2. With the above comments in mind, here are some thoughts on "Certified Professional Secretary" (CPS). The examination's substance does not appear to be related to Agency work, ie. business and public policy, economics, management questions. However, any secretary who qualified under it would have shown great capability for administrative work. Problem: as the secretary jobs are now structured in this Agency, such talents would be wasted. Executive officers, staff assistants, deputies are now performing functions which the secretary should have as part of her/his responsibility.

3. Qualifications Standards (X-118) for Secretaries (GS-318) does mention possession of CPS as a factor which can be used to award bonuses for rating purposes. This used in conjunction with other factors when considering candidates for a secretarial job. Perhaps it could be interpreted as being a factor in granting PSI's. ?

a4. Re admin problems if a grade is given for certification:

- a. The PRA promotion problem.
- b. Morale problem in other fields -- "why can't I take a test and get a PSI or a promotion"
- c. Would it be a sop to the secretary in the monetary sense which would help for the short term but not solve the basic problem of job function?

STAT 5. Either [redacted] or PMCD could request information re salaries, status, etc. in the name of the Director of Personnel - whichever he prefers. I have the address. PMCD should have the responsibility for dealing with the classification problem, however, not the IG.

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